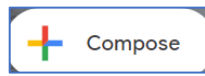


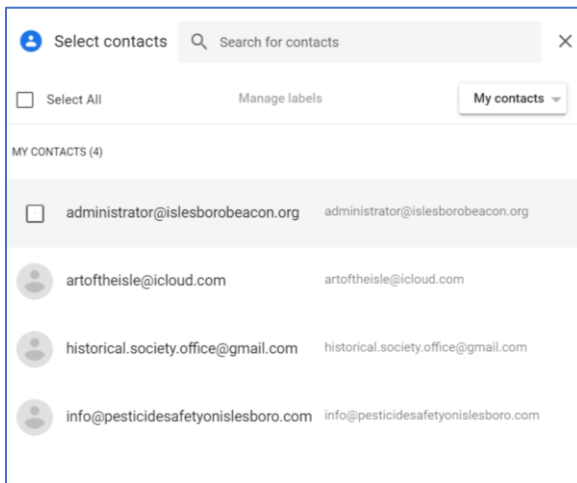
STEPS TO CREATE A GROUP/LABEL IN GMAIL CONTACTS



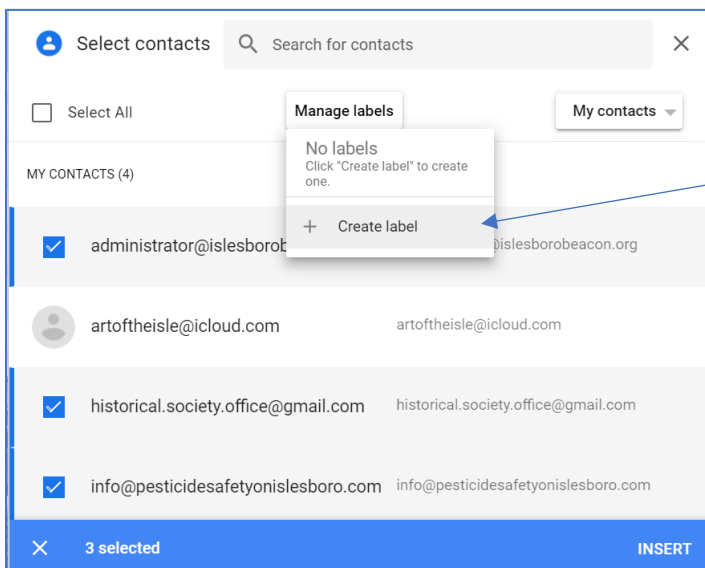
1. Click compose to start a new email
2. Click "To"
This will open your contacts window



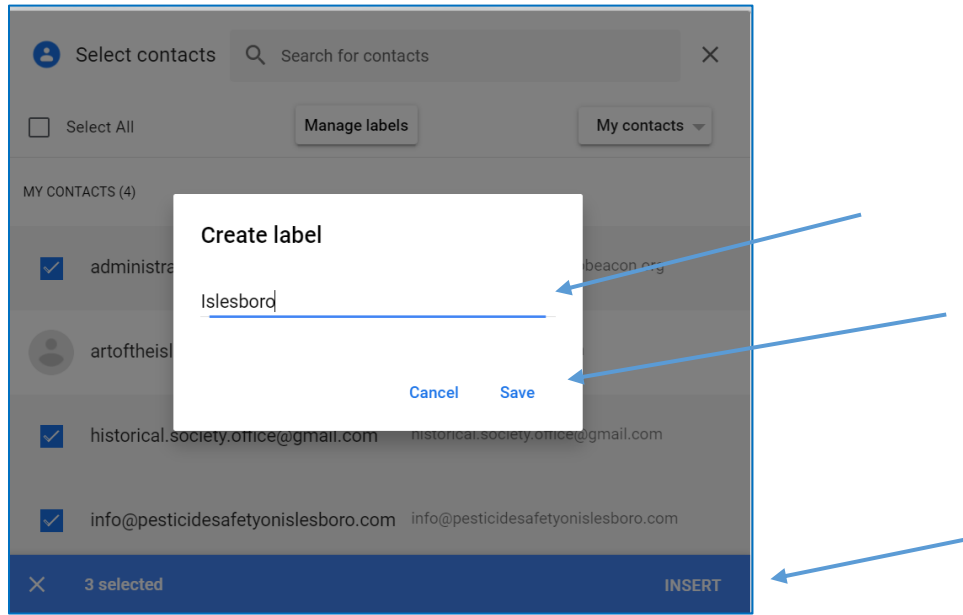
3. Make sure the Select Contacts tab is selected. Hover over the email addresses or names of the contacts you want to label in the group and a box will display. Click the box in front to select.



4. Then, click Manage Labels, Create Label



5. Type in a name for the label, then click save.



6. If you want to send an email to the group with a label now, click insert.
7. To send future emails to those with the label, click Compose, click To in the email window, then click My contacts and choose the contact label you would like to email. This will insert all emails of those in the group with that label.

